

Response to advert

Date

Recipient Name
Title
Company
Address
City, County/Region, Postcode

Dear Recipient,

I am writing in response to your advertisement for an [JOB TITLE] which was advertised on [PUBLICATION / WEBSITE]

I am currently working as a [CURRENT JOB TITLE] but have experience in all aspects of [INDUSTRY THE ROLE IS IN].

You will see from my CV that I have worked in [INDUSTRY THE ROLE IS IN] for [NUMBER OF YEARS] years and I am now looking to progress my career and move to a position which is more challenging than my current role.

I would welcome the opportunity to attend an interview and to show my suitability for the position advertised.

Yours Faithfully,

Your Name